

## **Job Description: Project Manager – Protein Therapeutics**

### **Job Description**

Reporting to the office of the COO , the Project Manager, Protein Therapeutics assists the CSO and Scientific Director in establishing project milestones, budgets and work plans. Manages all daily project management activities, including project schedule development, project budget, project communication, status reporting and resource plan development. Ensures team members understand project objectives, specifications, deliverables, timelines and tasks. Identifies and tracks critical path activities, risks, contingencies and alternatives. Ensures projects are completed on time, on-schedule and within budget. Acts as team leader and inter-division liaison. Other responsibilities include recording meeting minutes, tracking action items, coordinating global and team activities, disseminating project information and identifying funding opportunities for assigned programs.

### **Responsibilities for Project Management**

- Develops project plans, budgets and schedules;
- Manages projects within the established schedule and budgetary constraints;
- Manages the efforts of the individual, team, client, and other resources associated with project activity;
- Supervises subcontractor and outside professional service activities;
- Working with the Lab Manager, coordinates project purchasing activities and work flow schedules;
- Interfaces with vendors to ensure conformance to specifications/standards;
- Orally communicates in meetings, conversations, and presentations in a manner which is concise, clear, and professional;
- Professionally directs and leads meetings, such as project team meetings;
- Prepares and issues written correspondence, including progress reports, meeting agendas and minutes, proposals, project summaries;
- Researches and applies technical knowledge and appropriate technologies to support scope of work and work plan documents, designs, and specifications;
- Keeps in touch with technological developments within specific discipline/area of expertise and suggests technical training to augment this effort;
- Organizes and supports appropriate filing of documents, electronic and hardcopies.

### **Responsibilities for Project and Grant Development**

- Supports Scientific Directors in getting proposal to sponsor;
- Drafts, reviews, and justifies budget with Principal Investigator;
- Ensures bio-sketches, facilities page, etc., are kept current;
- Coordinates, within established schedule constraints, submission process of application via electronic submission or other;
- Obtains needed documents from subcontractors; initiates agreements;
- Drafts letters of support, cover letters, and other ancillary documents;
- Edits proposals for readability, consistency, and format;
- Keeps current on due dates of reports to sponsor;

- Coordinates closeouts of grants/contracts process;
- Drafts IRB protocols, interfaces with IRB and clinical partners and tracks IRB deadlines etc;
- Identifies and or follows up on funding opportunities on behalf of Principal Investigators.

**Required Skills and Knowledge:**

- Adept in the use of project management software and related tools;
- Strong technical aptitude and displayed ability to grasp a general knowledge of multiple disciplines and technologies;
- Strong analytical capabilities;
- Strong interpersonal skills;
- Displays potential to grasp strategic concepts and strategy development skills;
- Effectively organize and structure activities;
- Ability to lead and facilitate multiple activities and resources;
- Good general understanding of business and financial principles;
- Professional and effective written and oral communication skills;
- Demonstrated work ethic, integrity, and professional conduct;
- Strong computer usage skills.

**Qualifications**

Masters degree in scientific discipline and a minimum of 2 years related experience, preferably in a pharmaceutical or related industry.